

**§ 101-41.804-2 Listing of items on SF 1166 OCR.**

Each basic voucher shall be listed on a voucher-schedule with all information required for check issuance purposes, and paid amounts must be clearly identified against individual carrier bills (see § 101-41.803 (a) and (c)). The maximum practical number of check issue entries, consistent with normal spacing requirements, shall be listed on each voucher-schedule page.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-3 Combining payments due a single payee.**

If the amounts of two or more basic transportation vouchers due one payee can be combined in one check, the individual amounts shall be added and shown as one amount on the voucher-schedule, but the individual bureau voucher numbers (or schedule numbers individually identified by letter or number suffixes) must be listed separately in the voucher number column of the voucher-schedule. When the amounts of basic vouchers are combined into a single payment, an adding machine tape or facesheet listing the individual amounts shall be attached to the related group of basic vouchers.

**§ 101-41.804-4 Name and address space.**

Generally, the disbursing office draws checks only from information recorded on the SF 1166 OCR. Thus, except as provided in § 101-41.805, the information shown in the name and address column shall be complete (including ZIP codes) but shall be restricted to the information to be shown on the face of the check. Long addresses shall be avoided unless necessary for postal identification. The format and State abbreviations developed by the U.S. Postal Service for addressing envelopes shall be used.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-5 Amount column.**

The amount for which the check is to be drawn shall be imprinted in the amount column on the same line as the payee's name. The total of the amount column on the SF 1166 OCR must include all items listed on the contin-

uation sheets and must agree with the aggregate of amounts classified by appropriation or fund in the appropriation summary block.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-6 Appropriation summary block.**

In the summary block of the voucher-schedule, the total amount chargeable to each appropriation or fund shall be shown on the same line as the fund account symbol. A breakdown beyond the basic appropriation generally need not be shown. However, if required for administrative purposes, it shall be shown in the summary block as in the following example:

7563901 .....	\$1,020.00
(.001—\$582.00)	
(.002—\$438.00)	
7560271 .....	250.00
7560262 .....	400.00
Total .....	\$1,670.00

**§ 101-41.805 Scheduling specific types of transportation vouchers.**

**§ 101-41.805-1 No-check vouchers.**

Basic transportation vouchers for which no checks are to be issued to the voucher-payee shall be assigned bureau voucher numbers and scheduled as follows:

(a) Vouchers requiring the processing of an accounting transaction for inclusion in the agency's SF 224, Statement of Transactions (Classified According to Appropriation, Fund, and Receipt Account, and Related Control Totals); SF 1220, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts; or SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account), or other approved reporting form, by transfer or without the issuance of a check shall be listed on SF 1166 OCR covering transportation vouchers for which checks are to be issued. Show the words "NO CHECK" in the amount column of SF 1166 OCR opposite the payee's name and address. The amount shall be shown on SF 1096, Schedule of Voucher Deductions, as provided in § 101-41.805-2.